



District of Columbia Air National Guard
Dual Technician/AGR Announcement
Announcement Number: Tech 05-024/AGR 05-325



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED	OPENING DATE: 10 February 2005	CLOSING DATE: OUF
Position Title, Series, Grade, Salary Range Computer Specialist, 80273000 GS-2210-09 - \$48,607 - \$63,185 Maximum Military Rank: MSgt Selectee will be assigned to a compatible military position. Military Duty Assignment: 3C0X, 3A0X, 3C3X		
Position Location: 113 CF, DCANG Andrews AFB, Maryland	Appointment Status [X] Excepted [X] Enlisted [] Officer [] Competitive	
AREA OF CONSIDERATION: TECHNICIAN: GROUP III (Individuals who possess the necessary qualifications for military membership in the DCANG) AGR: Current on Board AGR Only Permanent Change of Station: Relocation expenses will not be paid Special Remarks: http://dcng.ngb.army.mil/		
INSTRUCTION FOR APPLYING: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. <u>No binders please.</u> <u>If you are applying under the Technician Job Announcement the following documents are required:</u> 1.) OF612, SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. <u>If you are applying under the AGR Job Announcement the following documents are required:</u> 1.) NGB34-1, dated Oct 2002 2.) RIP (Report of Individual Performance) 3.) DD 214 4.) ANG Fitness Assessment Results 5.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: SMSgt Rebecca Towns, Staffing Specialist can be reached at 202-685-9779 or DSN 325-9779.		
AGR Employment Questions: PFC Takia Chase, AGR HR Assistant, can be reached at 202-685-8813 or DSN 325-8813.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

Technician Announcement Number: 05-024

AGR Announcement Number: 05-325

Position: Computer Specialist, GS-2210-09

Brief Description of Duties: Manages the base communications Information Resource Management (IRM) Program by developing, implementing, organizing and directing policies, programs, and procedures to efficiently and effectively plan for, manage and control substantive information resources and supporting information handling technologies. Manages the Records Management and Life Cycle Program for supported organizations. Serves as the Base MAPPER and IAOS telecommunications systems coordinator. Responsible for assuring guidance, training, and assistance is provided to functional areas. Involved in planning, organizing, and the implementation of electronic media and computer systems throughout the base. This includes electronic records management, e3lectronic publications distribution and the LAN, automated maintenance of the base and functional libraries (on computer disks) etc. Manages transfer of information internal and external to the base to include manual and electronic telecommunications. Implements policy and monitors usage of all mail systems at servicing units. Serves as base Web Master, Plans, implements, maintains, and establishes local policy on the base's external and internal World Wide Web Telecommunications Home Pages with counsel from the Public Affairs, Legal Office, and Communications-Computer offices. Provides software application assistance for commonly used office automation and Telecommunications applications. Interprets policies and procedures established by higher headquarters to implement the provisions of the Privacy Act and Freedom of Information Act (FOIA). Perform as other duties as assigned.

Qualifications: GS-09

General Experience.

Technical, analytical, supervisory, or administrative experience which has demonstrated the candidates ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactory with others.

Specialized Experience:

Must demonstrate twenty-four (24) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements- GS-09

- A. Knowledge of communications information Resource Management (IRM) concepts and Life Cycle Management Programs.
- B. Knowledge of telecommunications, computer systems, information transmission systems and system software such as MAPPER, IAOS and electronic mail system with the ability to manage, plan organize and implement those systems.
- C. Ability to review, analyze and resolve conflicts between local regulations or instructions and those from higher headquarters.
- D. Knowledge of Information Systems Distribution, Electronic Publication Distribution, and Technical Order Distribution to manage and provide technical oversight, guidance and direction.

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.
Incomplete applications will not be considered for employment.**

This announcement must be posted on unit bulletin boards until the day following the closing date.